**Northern Rockies Association of IB Schools**

**CONSTITUTION**

**ARTICLE 1 – NAME AND AUTHORITY**

Section 1. The name of this organization shall be the Northern Rockies Association of IB Schools.

Section 2. The term ‘IB’ shall include all recognized IB programs: Primary Years Program (PYP); Middle Years Program (MYP); Diploma Program (DP), Career Certificate (CC), and any other programs to be incorporated by the International Baccalaureate Organization in the future unless a specific program is identified.

**ARTICLE II – MISSION AND OBJECTIVES**

Section 1. Mission

NRAIBS seeks to expand international education opportunities by supporting, sustaining and connecting International Baccalaureate Programs throughout the region.

Section 2. Vision

The Northern Rockies Association of IB Schools (NRAIBS) fosters a collaborative environment for educational institutions to promote an internationally minded, inquiry-based education for all students. The aim of NRAIBS is to facilitate and encourage professional exchanges among IB PYP, MYP and Diploma schools and support their unique needs.

Section 3. Objectives

1. Facilitate quality program development, curriculum improvement, and effective implementation of IB programs through a cooperative exchange.
2. Support staff development and training in conjunction with the International Baccalaureate Organization for teachers, coordinators and administrators.
3. Provide centralized communication for all member programs with regards to general policy, concerns, needs and ideas.
4. Foster formal recognition of the International Baccalaureate programs by our regional university and college systems.
5. Build broad community support and buy-in through purposeful and intentional engagement of the community with outreach and educational programming.
6. Establish collaborative relationships between existing International Baccalaureate programs in the Northern Rockies while supporting the development of new IB programs throughout the region.
7. Ensure IB programs and pedagogy are accessible to *all interested and invested learners*, regardless of circumstances.

**ARTICLE III – MEMBERSHIP**

Section 1. Membership in NRAIBS is open on an institutional basis to schools and other organizations in the Northern Rockies region authorized and/or working toward authorization by the International Baccalaureate Organization. Each active, dues paying member program shall be entitled to one voting delegate.

Section 2. Non-voting membership is open to IB candidate schools and schools going through their feasibility study as well as other schools interested in pursuing IB authorization.

Section3. A non-voting member may be a representative from the Montana Office of Public Instruction.

**ARTICLE IV – DUES**

Section 1. Annual dues for member programs shall be paid by their institution as set by the membership based on the recommendation of the Executive Board.

Section 2. The dues shall be collected and remitted in a manner approved by the Executive Board.

**ARTICLE V – EXECUTIVE BOARD**

Section 1. The Executive Board of NRAIBS shall consist of a minimum of five and no more than 11 voting members and no more than two non-voting members. The President serves a 3-year term, designated as President-elect, President, and Past-president.

Section 2. From among its elected members, the Executive Board shall elect a Secretary and a Treasurer. The Board shall fill vacancies in these positions from its elected members.

Section 4. A vacancy on the Executive Board will be filled by the Executive Board until the next regular election. At that the time the position will be filled by the respective membership.

Section 5. Elected officers of the Executive Board must be from different authorized IB member institutions as defined by IB school code.

Section 6. Elected officers of the Executive Board must be officially trained by the International Baccalaureate Organization.

Section 7. Elected officers must be working in an authorized IB World School/district office or for the International Baccalaureate Organization directly.

Section 8. There shall be no limit on the number of consecutive terms Executive Board members may serve.

**ARTICLE VI – DUTIES OF EXECUTIVE BOARD OFFICERS**

Section 1. The President shall preside over the meetings of the Executive Board and NRAIBS membership. The President shall be responsible for such other duties as may be usual and customary to this position and duties that may be assigned from time to time by the membership and Executive Board.

Section 2. In the absence of the President, the Past-president shall exercise all the duties and functions of the President. The Past-president shall serve as a member of the Executive Board.

Section 3. It shall be the duty of the President-elect to serve as a member of the Executive Board and assume such responsibilities as may be assigned by the President of the Executive Board.

Section 4. It shall be the duty of the Secretary to take notes of the Executive Board meetings, to serve as a member of the Executive Board, and to perform duties that pertain to the office.

Section 5. It shall be the duty of the Treasurer to serve as a member of the Executive Board, to serve as oversight for financial policy and procedures.

**ARTICLE VII – MEETINGS**

Section 1. There shall be at least one annual meeting of NRAIBS voting members to be held at a time and place determined by the Executive Board as authorized by the membership.

Section 2. The Executive Board shall hold at least two meetings annually.

Section 3. The President upon approval of the Executive Board may call special meetings of the NRAIBS voting members.

Section 4. Written notice of the time, place, and tentative agenda for the above meetings must be communicated to the voting members.

**ARTICLE VIII – QUORUMS**

Section 1. A quorum for annual or special meetings shall be a simple majority of voting members, provided proper announcement circulation has been complied with as indicated in Article VII.

Section 2. A quorum of the Executive Board shall be two-thirds (2/3) of voting members, provided proper announcement circulation has been complied with as indicated in Article VII.

**ARTICLE IX – AMENDMENTS**

Section 1. Voting member(s) may propose amendments to this constitution by filing a copy of the proposed amendment with the President at least thirty (30) days prior to the meeting at which the proposal will be considered.

Section 2. The President shall cause the proposed amendment to be circulated among the membership at least fifteen (15) days prior to the meeting at which the proposal will be considered.

Section 3. A two-thirds (2/3) vote of the members schools in good standing that are in attendance at the meeting where the vote is being taken shall be required in order to pass a constitutional amendment. Each member school program in good standing shall have one vote.

**ARTICLE X – BY-LAWS**

Section 1. By-laws must be constitutional.

Section 2. The Executive Board may create and amend By-laws for the conduct of Executive Board business.

Section 3. Changes in the By-laws must be proposed in writing by any voting member of NRAIBS at least ten (10) days prior to a regular meeting of the Executive Board meeting at which the proposal will be considered.

Section 4. Proposals or amendments to the By-laws will be sent to all members of the Executive Board and will be considered at the next meeting of the Executive Board.

Section 5. By-laws may be adopted or amended by a majority of the voting members of the Executive Board at any regular or special meetings called for that purpose.

Section 6. Notice of adopted or amended By-laws will be communicated to the voting members.

**ARTICLE XI – ACTIVITIES**

Section 1. All NRAIBS activities shall be in support of the mission and objectives indicated in Article II.

Section 2. No activities of NRAIBS shall knowingly be in conflict with the purposes and policies of the International Baccalaureate.

**ARTICLE XIII – ASSETS ON LIQUIDATION**

Section 1. No part of the net income, revenue, or grants of NRAIBS shall accrue to the benefit of any member, officer, or private individual except in payment for requested services rendered in connection with NRAIBS objectives and activities. In the event of dissolution or liquidation, the assets of NRAIBS, after payment of debts and obligations, shall be transferred to an organization with federal tax exemption for charitable and educational purposes similar to those of NRAIBS. The Executive Board of the NRAIBS shall designate which exempt organization the assets shall be transferred to upon dissolution or liquidation.

**BY-LAWS**

**ARTICLE I - DUES**

Section 1. Annual dues for institution membership shall be determined annually by the voting membership upon recommendation of the Executive Board.

Section 2. There are no dues for the Office of Public Instruction or other state departments of education.

**ARTICLE II – MEMBERSHIP/FISCAL YEAR**

Section 1. The membership year of NRAIBS shall be from July 1 through June 30.

Section 2. The fiscal year of NRAIBS shall be from July 1 through June 30. The general budget will be approved by the Executive Board at the April meeting.

**ARTICLE III - ELECTIONS**

Section 1. Elections will be held to determine of NRAIBS Executive Board members.

Section 2. Elected members of the Executive Board shall represent a continuum of IB programs, including the Primary Years Program (PYP), Middle Years Program (MYP), Diploma Program (DP), and University program.

Section 3. The elected members of the Executive Board shall determine persons to serve as President-Elect, Secretary and Treasurer following the elections of members to the Executive Board.

**ARTICLE IV – EXECUTIVE DIRECTOR AND STAFF TO THE EXECUTIVE BOARD**

Section 1. The Executive Board may hire an Executive Director to the Executive Board on an annual basis. The expenses incurred by the Executive Director in carrying out the duties of the position will be paid by the organization subject to the approval and authorization of the Executive Board. The person holding the position of Executive Director must be insured.

Section 2. The Executive Board may hire other staff who will be managed by the Executive Director.

Section 3. The compensation for the position of Executive Director and additional staff members shall by determined by the Executive Board.

**ARTICLE V - BUDGET AND FINANCE**

Section 1. The Executive Board may hire a Financial Officer on an annual basis. The expenses incurred by the Financial Officer in carrying out the duties of the position will be paid by the organization subject to the approval and authorization of the Executive Board. The person holding the position of Financial Officer must be insured.

Section 2. The compensation for the position of Financial Officer shall by determined by the Executive Board.

**ARTICLE VI – WORKSHOP MANAGER**

Section 1. The Executive Board may hire Workshop Managers on an annual basis. The expenses incurred by Workshop Managers in carrying out the duties of the position will be paid by the organization subject to the approval and authorization of the Executive Board. The person or persons holding the position of Workshop Manager must be insured.

Section 2. The compensation for the position of Workshop Manager shall by determined by the Executive Board.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Revision date*** | ***Agent*** | ***Holder*** | ***Published*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |